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**Northfields & District Play Association**

Left Child Policy

Northfields and District Play Association

Version 1.0

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# Version Control

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| Version | Reviewer Name | Date | Next Review | Comments |
| 1.0 | Policy Pros | February 2023 | February 2024 | First Draft |
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# Introduction

Northfield and District Play Association ("The Playbarn") is a safe and engaging environment where young people from 6 - 15 years old can enjoy themselves. There is a focus on; socialising, informal education, fun and engaging physical activities, life skills and inclusivity.

Indoor activities include arts and crafts, a pool table, table tennis and football, cooking and a tuck shop. A separate youth club is on-site for young people aged 10-15 years, and The Playbarn also runs holiday playschemes throughout the year.

The Playbarn has a duty of care to ensure that health, safety, and well-being are promoted. This duty includes making arrangements for dealing with children not collected at the end of a session and ensuring that young children are only collected by an authorised adult.

# Roles and Responsibilities

It is the parent’s/guardian’s/carer’s responsibility to ensure that the service user is collected, on time, by a responsible and authorised person if required. The Playbarn requires immediate notification if it becomes apparent that the person collecting the service user may be late.

It is the responsibility of The Playbarn staff to follow this policy and its procedures for failure to collect.

# Policy

## Independent Service Users

Service users ages eight (8) and over are able to leave The Playbarn without an authorised adult present to collect them. This is outlined on our registration form.

Should any parent/guardian/carer request that a service user should remain at The Playbarn until an authorised adult is present to collect them, for example, due to a disability preventing them from safely navigating their way home, they should inform us on admittance.

## Collecting Service Users

All service users under the age of eight (8) must be collected by an authorised adult. This rule applies whether or not a sibling or friend attending a session is able to accompany them home.

### Authorised Adults

If a person not known to The Playbarn and not recorded as a parent, carer, care provider, or authorised person arrives to collect a service user under the age of eight (8), staff will not allow the service user to leave with that individual without first contacting the emergency contacts to verify the situation and gain their permission.

### Timely Collection

The Playbarn requests that all parents/guardians/carers ensure that an authorised adult is present at collection time when a service user requires collection.

Where a service user is not collected in a timely manner, two (2) Playbarn staff members (usually one male and one female) will be required to wait with the service user.

On the first occasion that an authorised adult is not present at collection time, the service user will be declined admittance until a meeting with the parents/guardians/carers is arranged, at which time the manager will explain the importance of timely collection and refer to our policy. Should continued late collections occur The Playbarn reserves the right to permanently exclude the service user from attending the service.

Where the local authority provides funding for a service user to attend with 1:1 provision, any late collections will result in the parents/guardians being charged a late fee to cover the costs of additional staffing.

### Failure to Collect

Where a service user has not been collected after fifteen (15) minutes, a member of staff will attempt to reach the emergency contacts and inform them of the situation.

In the case of a service user not being collected and no contact being made WITHIN THIRTY (30) MINUTES OF THE USUAL COLLECTION TIME, the manager (or senior worker in their absence) will contact the local authority child social services/out-of-hours team to discuss the matter and ask advice. This will allow the social care team to be aware of the possibility that they may need to make arrangements for alternative care of the child.

Two members of staff (usually one male and one female) will be required to wait with the service user until the social care team has collected the service user.

# Monitoring and Reviewing

Northfields Playbarn is committed to ensuring that our policies are effective and up-to-date. To do this, we have a process for regularly monitoring and reviewing them. The management committee is responsible for this process and will review the policies at least once a year or more frequently if needed due to changes in legislation, best practice, or organisational change.

Reviewing our policies includes identifying which ones need to be looked at, gathering input from employees and stakeholders, reviewing the policies, and communicating any updates.